

PHILIP MORRIS U.S.A.
INTEROFFICE CORRESPONDENCE
Richmond, Virginia

To: Distribution

Date: December 4, 1997

From: J. Wickham

Subject: LIMS Team Meeting Minutes for 12/4/97

Attendees: E. Carmines, R. Lipps, P.Karo, S. Laffoon, F. Logan, J. Sampson, J. Wickham, D. Trainer

Business Conducted:

- The team was introduced to Dornan Trainer who will ultimately be our LIMS administrator. Dornan will also be attending our regularly scheduled LIMS Team meetings.
- Jeff gave a copy of the RFP to Chris Hardin in Legal for review and for the confidentiality agreement. She sent a copy to Kevin Osborne in New York for his review. Kevin sent his revisions back to Jeff and those changes are being made in the RFP. Kevin essentially removed all references to PM being regulated as a pharmaceutical or medical device company.
- Robin announced to the team that she has re-wrote and re-organized the RFP for conciseness, readability, and to remove proprietary information that should not be viewed outside the company. Robin's version takes the RFP from around 110 pages to about 60 pages.
- Ray Adkins suggested to Robin that the team reinvestigate the Beckman LIMS since Beckman is in use in other areas of the company, namely some QA labs in manufacturing.
- The team decided that more information about the pilot lab functional specifications be included in the RFP. It was also decided that the pilot project be called "first phase roll-out" so that vendors do not focus too narrowly on the pilot and therefore exclude demonstrations of product functionality required by other R&D laboratories.

Action Items:

- Jeff will contact Marty Goffman to discuss the team's renewed interest in the Beckman LIMS
- Robin will email her revision of the RFP to Jeff, Jeff will remove the sections that PM Legal eliminated from the original RFP. Jeff will place this revision of the RFP in the LIMS team folder. The team should then review (read in its entirety) this revision and make comments by Thursday Dec 11th.

Agenda for Next Meeting - Thursday Dec 11, at 1:00 in T2.

- Discussion of comments on revised LIMS.
- Next steps for RFP

Distribution:

Bennie Good	John Wickham
Chris Ament	Kent Koller
Dornan Trainer	Page Karo
Edward Carmines	Robin Lipps
Felecia Logan	Susan Laffoon
Jeff Sampson	

DOC CODE: A0150

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